

DEPARTMENT OF VETERANS AFFAIRS



2006 NATIONAL INTERNSHIP PROGRAM GUIDE

AMERICAN INDIAN SCIENCE AND ENGINEERING SOCIETY (AISES)

AMERICAN UNIVERSITY'S WASHINGTON INTERSHIPS FOR NATIVE STUDENTS
(WINS)

HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES (HACU)

NATIONAL ASSOCIATION FOR EQUAL OPPORTUNITY IN HIGHER
EDUCATION (NAFEO)

THE WASHINGTON CENTER FOR INTERNSHIPS & ACADEMIC SEMINARS (TWC)

WORKFORCE RECRUITMENT PROGRAM FOR COLLEGE STUDENTS WITH
DISABILITIES (WRP)

Office of Diversity Management & EEO
Department of Veterans Affairs
Washington, DC 20420



**Department of Veterans Affairs
Office of Human Resources and Administration**

To VA Managers and Supervisors

The Office of Diversity Management and Equal Employment Opportunity (DM&EEO) offers this guide on the Department's Internship Programs that will enable you to address immediate staffing needs as well as workforce planning and diversity goals. Within this guide, you will find brief descriptions of specific intern programs and the organizations that administer them. These organizations are committed to educating students on the importance of career choices and academic studies. We view these organizations as partners in our efforts to develop a high-performing, diverse workforce.

The Department engages in four national internship programs and two local internship programs:

- ❖ **American Indian Science and Engineering Society (AISES) Internship Program**
- ❖ **American University's Washington Internships for Native Students (WINS) Program in the Washington, DC, metropolitan area**
- ❖ **Hispanic Association of Colleges and Universities (HACU) National Internship Program**
- ❖ **National Association for Equal Opportunity in Higher Education (NAFEO) Internship Program for students attending Historically Black Colleges and Universities (HBCUs)**
- ❖ **The Washington Center (TWC) for Internships and Academic Seminars in the Washington, DC, metropolitan area**
- ❖ ***Workforce Recruitment Program (WRP) for College Students with Disabilities**

The AISES, HACU, NAFEO, TWC, and WINS Internship Programs are categorized as student educational employment programs in which the positions are of a non-permanent nature. They are also contractual arrangements. As such, varying organization procedures may apply. Consult your Administrative Officer or the Internship Program Coordinator identified on the following page.

*WRP arrangements are not contractual; therefore, appointments count toward your organization's FTE allocation. The appointments may be temporary, or the appointments may be permanent under noncompetitive hiring authorities for qualified persons with disabilities. In order to be qualified, students must first obtain the assistance of a state vocational rehabilitation agency counselor or a VA rehabilitation counselor. The counselor will review the documentation necessary to determine the student's ability to perform the essential functions of the position. The student will then be given a certification statement that must be submitted with the application.

Recruitment Process for National or Local Programs. VA sponsors begin the recruitment process by contacting the Internship Program Coordinator for their organization as identified below. The VA sponsor provides a brief description of assignments the intern will be working on, requirements for academic qualifications of the student, the preferred area of academic study, and an indication of permanent hiring potential. The internship organization matches the student's qualifications with the job requirements, then the hiring official interviews and selects a student. The internship organization offers the position to the student. If the student accepts the assignment, the VA sponsor proceeds with the hiring and payment process. Please note that it is important to begin the process early because all Federal agencies compete for these students.

Program Coordinators for VA Administrations:

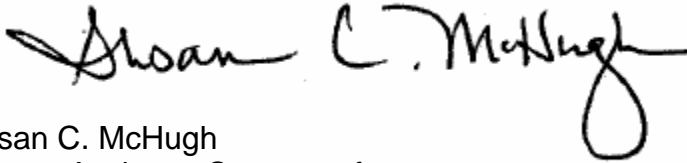
To participate in the AISES internship program, please contact Brenda A. Martin, National Internship Program Coordinator, at (202) 501-2099 directly.

- ❖ **National Cemetery Administration:**
Nicole Maldon, EEO Specialist, at (202) 273-8956.
- ❖ **Veterans Benefits Administration:**
Lois Scoon, EEO Manager, Office of the Associate Deputy
Under Secretary for Management, at (202) 273-6772.
- ❖ **Veterans Health Administration:**
WINS, HACU, NAFEO, and TWC: Audrey Oatis-Newsome, EEO
Manager, at (202) 273-8882; and

WRP: Adriana Hamilton, EEO Specialist, at (202) 273-6934.

VA Staff Offices should contact their Human Resource liaison. VA sponsors are responsible for fully funding their participation in national or local internship programs.

I would like to thank you for your support and participation in the Department's 2006 National Internship Program. If my office can assist you in any way, please contact Brenda A. Martin, National Internship Program Coordinator, at (202) 501-2099 or via e-mail at brenda.martin@mail.va.gov.

A handwritten signature in black ink, reading "Susan C. McHugh". The signature is fluid and cursive, with a large loop at the end of the last name.

Susan C. McHugh
Deputy Assistant Secretary for
Diversity Management and Equal Employment Opportunity

Overview of Hispanic Association of Colleges and Universities



The Hispanic Association of Colleges and Universities (HACU) National Internship Program has become the nation's largest Hispanic college internship program. HACU represents Hispanic-Serving Institutions where Hispanic Americans constitute at least 25 percent of the total enrollment at either the undergraduate or graduate level. The program's objective is to provide professional work experience that will enable Hispanic students to make more educated career choices and supplement academic study with practical experience. The central mission of HACU is to be the "Champion of Hispanic Success in Higher Education." HACU's Internship Program runs year-round and has the following eligibility requirements: Individuals must be enrolled in a graduate or undergraduate program, must possess a 3.0 GPA, and must complete the freshman year of college before an internship begins.

Funding for the HACU Internship Program is provided by the sponsoring organization. HACU provides Federal interns with round-trip airfare, housing, and stipends based on their academic level. The cost for a 10-week summer internship is \$9,400, and the cost for a 15-week fall or spring internship is \$12,150.

Spring 2006:	January 17-April 28
Summer 2006:	June 5-August 11
Fall 2006:	August 24-December 8

Point of Contact:
Sandra A. Peñaherrera
Director
HACU National Internship Program
(202) 467-0893, extension 2083
spenaherrera@hacu.net
www.hacu.net

Overview of National Association for Equal Opportunity in Higher Education



The National Association for Equal Opportunity in Higher Education (NAFEO) represents Historically Black Colleges and Universities (HBCUs) in higher education. NAFEO is the public policy advocacy organization for 118 of the Nation's Historically Black Colleges and Universities. The NAFEO Internship Program provides HBCU students the opportunity to work at government departments and agencies, while exposing the departments and agencies to a culturally diverse group of students from historically Black institutions of higher education. NAFEO's mission is to champion the interests of HBCUs through Federal and State governments and to articulate the need for a system of quality in higher education. Interns are recruited through a nomination process and through advertisements at member colleges. NAFEO's Internship Program runs year-round, with spring, summer, and fall sessions.

Funding for the NAFEO Internship Program is provided by the sponsoring organization. NAFEO provides Federal interns with round-trip airfare, housing, and stipends. The cost for a 15-week spring or fall undergraduate intern is \$15,085; the cost for a graduate intern is \$15,945. The cost for a 10-week summer undergraduate intern is \$11,225; a summer graduate intern is \$11,795.

Spring 2006:	January 16-April 28
Summer 2006:	June 5-August 11
Fall 2006:	September 4-December 15

Point of Contact:
Stephanie Valentine
Director
NAFEO Internship Program
(301) 650-2440, extension 128
www.nafeo.org

Overview of The Washington Center for Internships and Academic Seminars



The Washington Center for Internships and Academic Seminars is an independent, nonprofit organization that provides experiential learning opportunities for college and university students from across the country. The Washington Center helps bring diversity, quality, energy, and a fresh perspective to the workplace. Affiliated with more than 500 colleges and universities in the United States, Mexico, Canada and Puerto Rico, it provides internships and academic seminars to 1,500 students annually. The Washington Center has over 28 years of experience preparing college and university students for civic leadership. More than 25 percent of the 30,000 alumni work in public service at the local, state, and Federal levels.

The Washington Center's Diversity in Government Program's mission is to prepare emerging Asian American and Pacific Islander, Hispanic, African American, and Native American students, as well as students with disabilities, to assume leadership positions in the public sector. Students earn academic credit for a 10-week summer or 15-week spring or fall internship program through their home institution. The Washington Center offers substantive coursework to help students understand the U.S. Government and the public policy process. Students attend a regular lecture series to interact with national and international leaders in business, government, and the nonprofit sector.

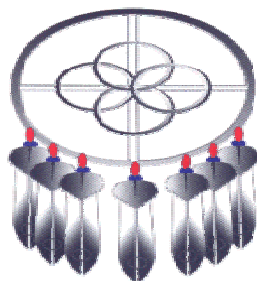
Interns must be enrolled in an accredited college and be a second-semester sophomore or above. Students are also eligible to participate within 18 months of their graduation date. Students must have a GPA of 2.75 or above.

Funding for TWC Internship Program is provided by the sponsoring organization. TWC provides Federal interns with travel, housing, and stipends. The cost for a 10-week summer internship is \$9,990; the cost for a 15-week fall or spring internship is \$13,402.80.

Spring 2006:	January 19-May 5
Summer 2006:	May 24-August 4
Fall 2006:	August 30-December 15

Point of Contact: Ms. Jennifer Clinton
Senior Manager for Internships and Academic Seminars
(202) 336-7569
jenniferc@twc.edu

Overview of American University's Washington Internships for Native Students



The American Indian Higher Education Consortium established the Washington Internship for Native Students (WINS) Program which is administered by American University (AU) and provides a valuable and unique opportunity for Native American college students to live, study, and intern in Washington, DC. As part of the WINS Program, selected participants take academic coursework at AU and gain practical skills and knowledge to take back to their home communities. Many of the interns are students at one of the 32 U.S. Tribal Colleges and Universities that comprise the American Indian Higher Education Consortium. Students who successfully complete the WINS academic program receive six credit hours to transfer to their home school. WINS has expanded its program to accommodate fall and spring internships, which offer 12 academic credit hours for participating students. WINS eligibility requirements include current enrollment in a college degree program, completion of the sophomore year of college before internship begins, a minimum 2.5 GPA, and membership in a federally recognized tribe.

Funding for the WINS Internship Program is provided by the sponsoring organization. WINS provide Federal interns with round-trip airfare, lodging, and the cost of scheduled social and cultural activities. The cost for an eight-week summer internship is \$9,900, and the cost for a 15-week fall or spring internship is \$16,500.

Spring 2006:	January 17-May 5
Summer 2006:	June 5-July 28
Fall 2006:	August 29-December 9

Point of Contact:
Amy Morrill Bijeau
Internship Director
Washington Semester Program
(202) 895-4967
morrill@american.edu

Overview of the Workforce Recruitment Program for College Students With Disabilities



The Office of Disability Employment Policy, in the Department of Labor, formerly the President's Committee on Employment of People with Disabilities, and the Department of Defense cosponsor the Workforce Recruitment Program (WRP) for College Students with Disabilities. Every year recruiters from participating agencies interview approximately 1,200 students at colleges and universities nationwide. Each applicant's information is made available to potential employers in the Federal and private sectors, and placements may be made anywhere in the United States. The student data is made available through a CD-ROM media.

WRP is an outstanding source for employers to hire qualified, dedicated students and graduates for long-term employment. The appointments may be temporary, or the appointments may be permanent under noncompetitive hiring authorities for qualified persons with disabilities. Based on the number of college credits completed at the time of the internship offer, a student may be hired at the GS-2 through GS-7 level equivalencies.

WRP Committee Presenter:
Diana Lévesque
Administrative Coordinator
DoD Disability Program
Diane.levesque.ctr@osd.mil

VA Point of Contact:
David Walton
People with Disabilities Program
Manager
Office of Diversity Management
and Equal Employment
Opportunity
(202) 501-0215
david.walton@mail.va.gov

Overview of the American Indian Science and Engineering Society



The American Indian Science and Engineering Society (AISES) is a national, nonprofit organization that nurtures building of community by bridging science and technology with traditional Native values. AISES' objective is to provide opportunities for American Indians and Native Alaskans to pursue studies in science, engineering, and technology arenas. AISES' ultimate goal is to be a catalyst for the advancement of American Indians and Native Alaskans as they seek to become self-reliant and self-determined members of society. In order to be eligible, applicants must maintain a minimum 3.0 GPA, be enrolled and pursuing a degree in a college or university on a full-time basis, be an AISES member, and be a U.S. citizen.

Funding for the AISES Internship Program is provided by the sponsoring organization. AISES provides Federal interns with round-trip airfare or mileage to the internship site, weekly stipends, dormitory lodging, and a local transportation allowance. The cost for a 10-week summer internship is \$11,197.00.

Summer 2006: June 5-August 11

Point of Contact:
Shirley LaCourse
Manager
Higher Education Programs
(505) 765-1052, extension 106
shirley@aises.org
www.aises.org